

25X1A6a

EXHIBIT "C"

FOIAb3b1

EXHIBIT "D"

PRESENT PROCEDURE:

Soviet Press Extracts
89 copies - SECRET

24 January 1949

Participating Employees IDD/Library Branch OCD:

CAF-4 - Standard Distribution Clerk CAF-3 - Messenger

25X1A9a

		Time
	Liaison Branch, CCD	
STEP		
1. From * Sts	ndard Distribution Clerk, Library Branch:	
Reproduction Branch, Services Office	Checks Dissemination Order (D2)	30 minutes
2.	Opens 2 Bundles (Sealed and Tied)	
3.	Pulls Pre-printed Labels (D1)	
4.	Sorts Piles for Dissemination from Order (D2)	13 minutes
5.	Prepares Document Receipt (Original and 2 Copies) (D3) (1 Copy Retained in Distribution Clerk Office Until Signed Original Returned, Then 1st Copy Destroyed)	14 minutes
6. (<u>) Mes</u>	ssenger:	
	Affixes Document Receipt (2 Copies D3) to Sorted Piles	
7.	Inner-Wraps and Seals Package	
8.	Stamps Secret 4 times on Each Side of Package	
,	Affixes Label (D1) to Package	
10.	Outer-Wraps and Seals Package	
11.	Affixes Outer Label (D1)	
12.	erk:	
	Writes Return Address (2430 E Street, N. W.) and Courier Receipt Identification SPE-21/49	20 minutes
13.	Makes Out Courier's Receipt in Duplicate (D4) (White Copy Attached to Package for Receipient's Signature, Yellow Stays in Book for Courier's Signature)	18 minutes

Total Operations 14

Total Time of Operations

To Table for Pickup by CIA Courier

1 hour 50 minutes

Total Time Less Wrapping and Transportation to OCD

1 hour 35 minutes

Total Time Less Liaison Branch Checking, and Less Wrapping & Transportation to OCD

*15 minutes in Wrapping and

1 hour 5 minutes

Transportation to OCD by Reproduction Branch

... Approved For sease 2000/08/17 : CIA-RDP61-0274A000200080005-3

EXHIBIT "D1"

DEPT.OF STATE
ATTN.SERIAL LOCATIONS
RM.128,STATE ANNEX-1
23RD & E ST.N.W.

USED IN TRIPLICATE STEPS 3, 9, 11

EXHIBIT "D2"

DISSEMINATION LIST

ARMY 15 YVAN 10 AIR 8 RDB 1 OSI 2* STATE 10 ORE 10* 00 1* 080 2** FDB 9** 00/C 1** OPC LIBRARY -2* 72 Stock 17 TOTAL 89

- * Sealed in inter-office folder and delivered by messenger.
- ** Double wrapped and sealed and delivered by CIA courier.

			minimum and the second		
Central Intelligence Agency DOCUMENT RECEIPT			PLEAS	E SIGN THIS RECEIPT IMMEDI	ATELY AND RETURN
		D OF DOCUMENT(S) FROM		DICATED ON REVERSE SIDE.	7
DESCRIPTION	OF DOCUMENT				
CIA NO.	DOCUMENT DATE	DOCUMENT NO(S).	NO. OF COPIES	ATTACHMENTS	CLASS.
	21 jan 1949	seviet press extr	10		8
0	DATE			SIGNATURE OF RECIPIENT	
FORM NO	TIME	Chief of Nevel		OFFICE OR B	RANCH

APR 1948 38-16 REPLACES PREVIOUS EDITIONS OF FORMS 38-16 AND 38-15 WHICH ARE NOT TO BE USED

Used in triplicate Steps 5 and 6

FORM NO.					
MAR 1948 35-16 CENTRAL INTELLIGENCE COURIER'S CLASSIFIED MA					
Rm 2 (840 - nate. 2	139 Ort Rife-				
Intell Ded. BBUSQ 1/24/49 FROM CLa Library Dont. Sec.					
TYPE OF MATERIAL SIGNATURE OF PECIPIENT	149				
COURIER'S CLASSIFIED MAI					
Intell, Dw. 4888a	J BUFG				
Intell, Dw. 4888a	1/34/49				
TE OF PECIFIFAT	7/49				
E OF COURIER	TIME OF PICK-UP				

Used in duplicate Step 13